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29 February 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT   : Weekly Report of the Office of Training

1. **OTR Response to Program Call**

    OTR's program for FY 1970-74 has been submitted to the Office of the DD/S with a FY 1970 funding program up █████████ over FY 1969. Virtually half of the increase is earmarked for already-delayed █████████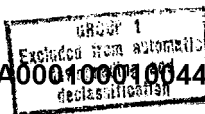█ works projects; other increases are sought for external training programs and Language School contract instructor salaries.

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3. **New Application of PAI**

    Program assisted instruction scored again in a recently completed operations support course during which PAI was used for pilot subjects

in cable and dispatch procedures. Students responded very favorably.

Disparity in the length of service of students and attendant variables of experience perpetuate almost unsolvable problems in course instruction. Many times instruction is too fast for the slow learner or the inexperienced -- and too slow for the more experienced student or the fast learner. PAI has mitigated the problem to an extent that in some courses heterogeneous groups can progress at a pace commensurate with individual ability.

While PAI has not shortened course time, experiments in its use have been useful, manageable and well received. OTR operations support course instructors are continuing assessment of other PAIable subjects, and in the meantime plan to expand PAI in cables and dispatches courses with an ultimate goal of programmed, rather than program assisted, instruction.

4. Harvard Junior Management Course Quota Increased

Harvard University advises that beginning with the fall 1968 session they will add a second section to the Program for Management Development (the junior course). Permitting some 60 students in each section, they hope to be able to accept two men from each participating organization. OTR will have nomination papers prepared for two candidates if the quota is approved.

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5. **External Branch Extolled**

Members of OTR's External Training Branch of the Registrar Staff were singled out for special praise and expressions of appreciation by three recently graduated Agency students of the Armed Forces Staff College. "From their first briefings prior to registration at the college," the comments read, "to the completion of the accounting for advance, each reflected a professional skill, courtesy and interest deserving commendation." The critique concluded, "You must be justly proud of such qualified and dedicated personnel."

Comments such as these are not an isolated instance but rather a one-time statement of an oft-repeated endorsement of this group's outstanding performance.

6. **Non-Agency Briefings**

During this reporting period, the following non-Agency briefings were given:

At Defense Intelligence School, 35 students on the subject of propaganda analysis.

At Foreign Service Institute, 44 students on "International Communism: Current Status."

7. **Miscellanea**

The tenth running of the <u>ADP Orientation Course</u> was the second class to visit the IBM Data Center in downtown Washington rather than

the ORD facility in Ames Building. The IBM tour proved better than

the first visit. With IBM's willingness to respond to suggestions,

improvements will continue to be made in future visits to the computer

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/s/
John Richardson

John Richardson
Director of Training